Timecard Processing

Purpose	This guide is for completing timecards in webTA.
Definition	The time and attendance report, also referred to as the "timecard," is the basis for reporting your hours of work and leave used.
Completion Deadline	All timecards should be certified by noon Eastern time on Monday following the end of the pay period if at all possible.

Employee Procedures (For Offices Using Employee Input in webTA)

Step	Action
1	Submit any leave or premium pay requests through webTA.
2	Enter hours worked and leave used to the timecard. This should be done on a daily basis.
3	Review the T&A Summary page to ensure all hours are recorded.
4	After all data for the pay period is entered, validate the timecard. Any warning messages should be reviewed to determine if further action is necessary. Any error messages must be corrected before the timecard can be validated.

Timekeeper Procedures

Step	Action
5	Set up profile information, leave balances, etc., in webTA for new Mint employees. Instruct new employees on how to use webTA, if applicable.
6	**For employees inputting their own information to webTA,** after the employee has validated his/her timecard for the pay period, review the employee's summary page for accuracy. Post timecards for any absent employees. Ensure approved leave or premium pay requests exist to support all entries on the timecards. **For employees not inputting their own information to webTA**, post timecards, ensuring approved leave or premium pay requests exist to support all entries on the timecard.
7	Validate all employees' timecards. Review any warning messages to determine if further action is necessary.
8	Notify the supervisor when all timecards are ready for certification.

Certifier Procedures

9	Approve or deny all leave and premium pay requests.
11	At the end of the pay period after the timekeeper has reviewed the timecards, review each employee's summary page. Certify the timecards if correct. Contact the timekeeper if changes need to be made. Certification of timecards should be completed by noon Eastern time on the Monday following the end of the pay period.

For more information

Email Payroll@bpd.treas.gov or call one of the contacts listed below:

- Headquarters and West Point: Theresa Sayger, 304-480-8266

- All other Mint locations: Terri Walker, 304-480-8263